

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040063-4

CONTROL NO.

REPORTS INVENTORY

DDP - 128

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

☒ STATISTICAL

☐ NARRATIVE

☐ MACHINE-NAME LISTING

NON ☐ INFORMATION

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

☒ Operations Support

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

3

Monthly

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

C/TSD ☐

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

TSD ☐

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|--|---|-----------------|--|---|---------------|
| | | | | | | | \$14,875.00 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | |
|--|--|--|--|--|--|------------|
| | | | | | | \$2,974.00 |
|--|--|--|--|--|--|------------|

TOTAL COSTS PER YEAR

\$17,849.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

To provide analyst's with ready access to TSD ☐ extensive file of

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

☐ DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

October 1970

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